

Report of the Ad Hoc Committee for Revision of the Bylaws and Standing Rules

Wording changes and/or additional text are indicated by *italics*.

Wording deletions are indicated by ~~overstrike~~.

Comments on Bylaws and Standing Rules Proposed Revision

1. The order of the Articles in the Bylaws have been rearranged, renamed, and/or renumbered to be consistent with the *Constitution*.
2. The order of the Sections in the Standing Rules have been rearranged, renamed, and/or renumbered to be consistent with the *Constitution* and Bylaws
3. In all instances the term “International Constitution” has been changed to *Constitution*.
4. In all instances the term “Handbook” has been deleted. (Handbook is no longer in use.)
5. In all instances the position title “treasurer/membership records” has been changed to treasurer.
6. In all instances the travel and lodging reimbursement for officers for International Convention and Southwest Regional Conference has been combined to a maximum of \$900.00 (Recommendation of the Finance Committee)
7. Committees and /or names of committees have been changed to be consistent with the International committee structure. (See Bylaws Article VIII)

Committee members:

Cindy Baldwin, State Parliamentarian, chairman

Judy Branden, Rules Committee Chairman

Ruth Cox, State Executive Secretary

Susan Perkins, State President

BRING THIS DOCUMENT TO CONVENTION

NO ADDITIONAL COPIES WILL BE AVAILABLE

48 **Article IV – Finances**

49
50 Section 1. Annual dues

51 *Each active and reserve member shall pay annual dues.*

- 52 A. The state ~~annual~~ active dues shall be \$15; ~~reserve \$5~~ *an amount recommended by the Executive*
- 53 *Board and approved by the state convention.*
- 54 B. The state ~~annual~~ dues shall be determined by a two-thirds (2/3) vote of the members at the annual
- 55 *convention, subject to ~~prior~~ notice of at least forty-five (45) days prior to convening the convention.*

56 Section 2. Fees

- 57 A. *Initiation fee--An active member shall pay an initiation fee at the time of initiation. (Constitution,*
- 58 *Article IV,B,1)*
- 59 B. *Scholarship fee--Each active and reserve member shall pay the scholarship fee annually.*
- 60 *(Constitution, Article IV,B,2)*
- 61 C. *Honorary member fee--The initiating unit of the Society shall pay a lifetime fee for each honorary*
- 62 *member at the time of initiation. (Constitution Article IV,B,3; SR 4.23)*

63 Section 3. Payment of dues and fees

- 64 A. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On
- 65 *November 1, members shall be dropped for non-payment of dues and fees.*
- 66 B. The chapter treasurer shall collect all dues and fees. State and International dues and fees shall be
- 67 *forwarded to the state treasurer. ~~membership records.~~*

68 Section 4. Financial assessments--*Financial assessments may be levied only by the chapter. (Constitution Article*

69 *IV,D)*
70 Section 5. Funds--Phi State shall maintain an available fund (*Constitution, Article IV,F,1 page C-18*), a permanent
71 fund (*Constitution, Article IV,F,3 page C-19*), and a scholarship fund (*Constitution Article IV,F,2 page C*
72 *19*).

73 Section 6. Financial ~~controls~~ *accounting*

- 74 A. The finance committee shall submit a proposed budget annually for adoption by the executive board
- 75 *at the meeting prior to the opening of the state convention.*
- 76 B. The state president shall sign all expense vouchers before the state treasurer/~~membership records~~
- 77 *makes payment.*
- 78 C. *An accountant shall review all funds annually.*

79
80 **Article V – Organization**

81
82 Section 1. Chapters *level*

- 83 A. Each chapter shall conduct its business in a manner consistent with the ~~International Constitution,~~
- 84 *International Standing Rules, Phi State Bylaws and Standing Rules and Robert’s Rules of Order*
- 85 *Newly Revised (current edition).*
- 86 B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority
- 87 *vote.*
 - 88 1. The term of each elected officer shall be two (2) years. No officer shall serve longer than two
 - 89 (2) successive terms.
 - 90 2. All officers shall take office on July 1 following their election.
 - 91 3. The treasurer shall be selected by the executive board each biennium.
- 92 C. The chapter president shall appoint a parliamentarian.
- 93 D. The chapter president shall represent the chapter as a voting member of the state executive
- 94 *board.*
- 95 E. Chapter rules shall comply with the *Constitution, International Standing Rules, and Phi State*

- 96 Bylaws and Standing Rules.
97 1. Chapter rules shall be reviewed ~~every four years~~ by the Phi State Rules Committee *with each*
98 *revision, but at a minimum of every four years beginning in 2007.*
99 2. *Rules submitted for review are due December 1.*

100 Section 2. Criteria for chapter expansion

- 101 A. The state executive board shall ~~determine chapter areas and shall~~ approve organizing new
102 chapters.
103 ~~B. The underlying philosophy of initiating expansion is the professional and personal growth of~~
104 ~~members by allowing them to have the opportunity to actively participate in all phases of Society~~
105 ~~Business, Program of Work and Educational Services.~~
106 ~~C. When considering the expansion of a chapter, procedure shall include the positive presentation of~~
107 ~~the idea with discussion followed by a questionnaire/poll of the chapter membership.~~
108 B. A chapter desiring to sponsor a new chapter consults with the state president, secures approval of
109 the state organization and proceeds in accordance with the state organization bylaws and standing
110 rules. A chapter desiring to divide into two or more chapters seeks approval as for a new chapter.
111 No individual or chapter may authorize or carry out expansion or division without such
112 approval. After its authorization, the organization of a chapter shall proceed according to a
113 timeline, obtaining a charter and material from International Headquarters.
114 C. A new chapter shall have no fewer than twelve (12) members (*Constitution V,B,1*). The members
115 may include new initiates as well as current members (active or reserve) whose transfer to the new
116 chapter must be processed *upon notification to* by International Headquarters (*Constitution III,D*).
117 D. Charter members of a chapter are those who become members at the time of installation. Charter
118 members may include new initiates as well as current members *transferring to the new chapter at*
119 *the time of its installation. whose transfer must be processed by International Headquarters.*
120 E. *The procedure for recommending candidates for expansion into an area that does not have a*
121 *chapter shall be that candidates for membership in a new chapter shall be screened recommended*
122 *by the state membership committee and shall be subject to the approval of the state president.*
123 *and approved by the state executive board.*
124 F. Rules governing the initiation of new members and the installation of a new chapter shall be
125 recommended by the state membership committee and approved by the state executive board.
126 G. Rules governing expansion of a chapter into an area where a chapter has dissolved shall follow the
127 criteria outlined in the Phi State Bylaws and Standing Rules for chapter expansion. This type of
128 expansion shall be handled like expansion in a new area. *Dissolved chapter Greek names shall be*
129 *used upon approval of the state executive board.*

130 Section 3. State organization level

- 131 A. *State Bylaws and Standing Rules shall comply with the Constitution and International Standing*
132 *Rules.*
133 B. *State Bylaws and Standing rules shall be submitted to the International Constitution Committee by*
134 *the executive secretary with each revision or upon request by the International Constitution*
135 *Committee.*

136 Section 4. Coordinating councils

- 137 A. Coordinating councils shall be organized in counties and/or cities where several chapters exist.
138 B. The coordinating council shall meet at least once a year for the purpose of clearing prospective
139 members, acting on transfers, and planning activities of benefit to all members.

140 **Article VI – Officers and Selected Personnel**

141
142 Section 1. *Officers*

- 143 A. The state officers, *all of whom must be members of the Society*, shall consist of an elected

- 144 president, vice-president, and recording secretary. The *state* executive board shall select the
 145 following state officers: an executive secretary, a treasurer/~~membership records~~ and an editor.
- 146 B. The state president shall appoint a parliamentarian.
- 147 C. These officers shall perform the duties prescribed in the ~~International~~ *Constitution* and as
 148 authorized by the Phi State Standing Rules.
- 149 D. Term of office
- 150 1. Officers, elected by the state convention in odd-numbered years, shall serve a term of two (2)
 151 years, unless otherwise specified or until a successor has been named.
- 152 2. All officers, *elected and selected*, shall take office on July 1, following their election *or*
 153 *selection*.
- 154 E. Vacancies
- 155 1. When a vacancy occurs in the office of president, the vice-president (~~program~~) shall become
 156 president.
- 157 2. When a vacancy occurs in other elective or selective positions, the president shall name a
 158 successor *to complete the unexpired term*.
- 159 F. Nominations and elections
- 160 1. Nominations for all elective positions shall be made by the state nominations committee
 161 composed of five (5) members elected at the convention in odd-numbered years. The
 162 chairman shall be selected by the state president from the five (5) committee members.
- 163 a. The committee shall submit the name of at least one (1) nominee for each elective
 164 office and at least five (5) names for the nominations committee. Consent of the
 165 nominee shall be obtained.
- 166 1). The slate of officers with candidate qualifications and members of the nominations
 167 committee shall be published in the winter issue of the *Sunflower*.
- 168 2). After the report of the nominations committee has been made
 169 to the convention, additional nominations may be made from the floor, with the
 170 consent of the nominee.
- 171 2. Election shall be by ballot, and a majority of votes cast elects. If there is but one (1) nominee
 172 for an office, the election may be by voice vote or voting cards.
- 173 3. The nominations committee shall prepare the ballot and conduct the election if there is more
 174 than one (1) nominee for an office and/or more than five (5) for the nominations committee.
- 175 G. International level
- 176 1. The Phi State Executive Board shall approve Phi State members nominated or recommended
 177 for International positions.

178 *Section 2. Selected Personnel*

- 179 A. *The selected state officers shall be an executive secretary, a treasurer, and an editor. A one-year*
 180 *contract shall be renewed based upon performance and recommendation of the state president*
 181 *and submitted to the state executive board for approval.*
- 182 B. *Term of Office*
- 183 1. *The length of service for selected personnel of Phi State shall be a maximum of ten (10) years.*
- 184 2. *The term of office shall begin on July 1 and continue through June 30 of the contract year.*
- 185 3. *Any member of the selected staff planning to terminate her services will notify the state*
 186 *president in writing not later than November 1. It is recommended that only one position*
 187 *shall be considered per year.*
- 188 4. *The position of trainee for the terminating position shall be announced in the winter issue of*
 189 *the Sunflower.*
- 190 5. *If any one of the selected personnel is unable to perform her duties, the position shall be*
 191 *declared vacant by the state officers and an interim named by the state president to serve*
 192 *until a successor is approved by the state executive board.*

193 6. Signed contracts for selected personnel shall be filed with the state president. Copies shall be
194 provided to each individual employee. The executive secretary shall prepare the contract
195 forms.

196 Section 3. Trainee(s) for Selected Personnel

- 197 A. A trainee shall be defined as a potential Phi State employee for executive secretary,
198 treasurer/~~membership records~~ or editor.
- 199 B. The position of trainee ~~for treasurer/membership records and editor~~ shall be for one (1) year from
200 July 1 to June 30. *The position of trainee for executive secretary shall be for two (2) years*
201 *beginning July 1.*
- 202 C. The position of trainee shall be announced no later than the winter issue of the **Sunflower**.
- 203 D. The finance committee shall make the recommendations concerning any reimbursement policy,
204 which shall be considered before the trainee position is announced in the winter issue of the
205 **Sunflower**.
- 206 E. The personnel committee chairman, at least one other personnel committee member, the state
207 president and the current or acting employee in the position shall interview the candidates for
208 trainee, with a recommendation to the state executive board for its approval.
- 209 F. Following the training *period, the personnel committee may recommend the trainee to the state*
210 *executive board shall consider the trainee* for a one-year provisional contract.

211 Section 4. Honorariums

- 212 A. The state executive board, upon recommendations from the finance committee, shall determine
213 honorariums. Honorariums shall be reviewed by the finance committee with each budget.
- 214 B. The state executive board shall determine additional benefits and other conditions of employment.

215

216 **Article VII – Executive Board**

217

218 *Section 1. State Executive Board*

- 219 A. *The members of the state executive board shall be the elected state officers, the past state*
220 *presidents and the chapter presidents. The state executive secretary, the state*
221 *treasurer/~~membership records~~, the state parliamentarian, the state editor and the state*
222 *committee chairmen shall be ex-officio members without vote.*
- 223 B. *The duties of the executive board shall be as specified in the ~~International~~ Constitution.*
- 224 C. *A meeting of the executive board shall be held prior to the opening session of the state*
225 *convention. The president, with 30 days notice, may call special meetings.*
- 226 1. *The presence of a majority of the voting members of the board constitutes a quorum at*
227 *meetings.*
- 228 2. *Chapter presidents who are unable to attend the state executive board meeting may appoint*
229 *an official representative who shall have full privileges of participation and voting.*
- 230 D. *A vote by mail, **postal or electronic**, is authorized when the state president deems it necessary.*
- 231 E. *The members of the state executive committee shall be the elected state officers. The state*
232 *executive committee shall meet between meetings of the state executive board to take action on*
233 *matters requiring immediate decisions.*

234 *Section 2. Chapter executive boards shall function in accordance with the ~~International~~ Constitution. (Constitution,*
235 *Article VII,C)*

236

237 **Article VIII – Committees**

238

238 *Section 1. Standing Committees shall be*

- 239 A. *Society Business*
- 240 1. *Communication and Publicity*

- 241 a. *Distribution*
- 242 b. *Archival Records*
- 243 2. *Rules*
- 244 3. *Finance*
- 245 4. *Leadership Development*
- 246 5. *Membership*
- 247 6. *Nominations*
- 248 7. *Personnel*
- 249 8. *Phi State Convention*
- 250 9. *State Convention Resolutions*

251 B. *Society Mission and Purposes*

- 252 1. *Educational Excellence*
- 253 2. *Scholarship*
- 254 3. *World Fellowship*
- 255 4. *Phi State Achievement Award and President's Award*
- 256 5. *State Representatives*

257 Section 2. *Special Committees*

- 258 A. *The president as authorized by the executive board shall appoint special committees. After the*
- 259 *special committee has submitted its final report, the committee shall be dissolved.*

260 Section 3. *General Procedures*

- 261 A. *All committees shall be appointed by the president except the nominations committee.*
- 262 B. *The president shall be an ex-officio member of all committees except the nominations committee.*
- 263 C. *A committee chairman member shall serve no more than two (2) consecutive terms (4 years) on*
- 264 *the same committee.*
- 265 D. *Matter requiring immediate committee action may be voted upon by mail, postal or electronic. All*
- 266 *members shall be notified.*
- 267 E. *Committee meetings shall be held with the approval of the state president. Meetings may be face-*
- 268 *to-face or through electronic communications as long as all of the members my simultaneously*
- 269 *hear one another and participate during the meeting.*
- 270 F. *Committee responsibilities shall be specified in the standing rules. ~~in the duties and composition of~~*
- 271 *committees.*

272

273 **Article IX – Conventions and Workshops Meetings**

274

275 Section 1. *Chapter Meetings*

- 276 A. *Chapter meetings shall be held in accordance with the Constitution, Article IX,A.*

277 Section 2. *State Organization Meetings*

- 278 A. *State Executive Board*
- 279 1. *State Organization meetings shall be held in accordance with the Constitution, Article IX,B,1.*
- 280 B. *State Organization Convention*
- 281 1. *Business of the state shall be conducted at a convention held annually at a time and place*
- 282 *determined by the executive board, for the purpose of receiving report, adopting policy,*
- 283 *amending bylaws and standing rules, electing officers and transacting business which*
- 284 *properly come before it.*
- 285 2. *Every member who registered for the convention may vote. A roll call vote as specified in the*
- 286 *Constitution, Article IX,B may be ordered.*
- 287 3. *A quorum shall be a majority of those members who have registered at the convention.*

288 Section 3. *State Organization Workshops*

- 289 A. *A state Leadership Training Session for the purpose of orientation, training and planning shall be*

- 290 held in odd-numbered years by the state leadership *development committee* team for the
 291 incoming biennium state officers, selected personnel, committee chairmen and other state
 292 leaders.
- 293 B. A state workshop for the purpose of leadership training and dissemination of Society information
 294 chairmen, treasurers and membership chairmen. ~~The state president, state program chairman,
 295 state leaderships development chairman, state executive secretary and state treasurer/membership
 296 records shall set the date.~~
- 297 C. A leadership team, consisting of the *leadership development* committee chairman, president,
 298 immediate past president, vice president, recording secretary parliamentarian, treasurer/~~membership
 299 records~~, editor and executive secretary will be responsible for ~~the~~ *all* leadership training sessions.

Article X – Activities

Section 1. Scholarships

- 304 A. The state scholarships shall be known as the Post-Doctoral Study Award, the Doctoral Degree
 305 Award, the Specialist Degree Award, the Master’s Degree Award, the National Board Certification
 306 Award, the Hostelship Award, the Professional Enrichment Award, the Continuing Education
 307 Award (one for the general membership and one for Phi State elected or selected officers and
 308 potential parliamentarian), the First-Time Convention/Conference Award, the Innovation in the
 309 Classroom Award, *and* the Seminar in Purposeful Living Award.
- 310 B. *The amount available each year for scholarships shall be determined by the state treasurer from
 311 the interest income of the scholarship annuity (\$50,000) investment and the scholarship fee.*
- 312 C. *The scholarship committee shall recommend the number of scholarships.*

Section 2. Achievement Award and President’s Award

- 314 A. An *Achievement* Award may be presented annually upon recommendation of the state
 315 achievement award committee. The award shall be given to a member of Phi State in recognition
 316 of distinguished service to the Society.
- 317 B. The President’s Award shall be given at the end of each biennium to the retiring state president.

Section 3. Gifts and Memorial of Phi State (~~Leadership Development Fund~~)

- 319 A. *Designated Gifts and Memorials*
- 320 1. *Designated gifts or memorials will be used in the manner specified by the donor if
 321 appropriate.*
- 322 2. *Use of gifts or memorials will be reviewed and approved by the executive board.*
- 323 B. *Undesignated Gifts*
- 324 1. *Undesignated gifts or memorials will be added to the Leadership Development Fund.*
- 325 2. *Interest from the Leadership Development Fund may be used for purchasing leadership
 326 development materials, providing workshops for chapter, training state officers, state
 327 committee chairmen and other state leaders.*
- 328 3. *Other money (gifts, memorials, etc.) may be to the principal of the Leadership Development
 329 Fund to earn additional interest.*
- 330 4. *The Leadership Development Fund money shall be placed in a separate account.*

Section 4. Publications

- 332 A. The state news bulletin, *Sunflower*, shall be published three (3) times each year (fall, winter,
 333 spring/summer) and distributed (by mail or electronically) to all members in the state.
- 334 B. The publication of special brochures shall be approved by the state president and plans submitted
 335 to the executive board for financial approval.

Article XI – Parliamentary Authority

339 Robert's Rules of Order Newly Revised (*current edition*) shall govern the proceedings of Phi State *Organization*
340 and its chapters in all cases not provided for in the Constitution, *International Standing Rules*, *Phi State Bylaws* and
341 *Standing Rules*.

342 **Article XII – Amendments**

343 Section 1. Bylaws

- 344
- 345 A. These Bylaws may be amended at the annual convention by a two-thirds (2/3) vote, provided
346 written notice of proposed amendments shall have been given to state executive board members
347 at least forty-five (45) days before convening convention.
 - 348 B. Proposed amendments to the Bylaws may be submitted to the rules committee by any member, or
349 may be submitted by any committee, board, or chapter.
 - 350 C. All proposed amendments shall have been approved by a two-thirds (2/3) vote of the executive
351 board before being submitted to the convention.

352 Section 2. Standing Rules

- 353 A. The Standing Rules may be amended or rescinded at the annual convention by a majority vote,
354 provided written notice of proposed changes shall have been given to members of the state
355 executive board at least forty-five (45) days before convening the convention.
- 356 B. Proposed amendments to the Standing Rules may be submitted to the rules committee by any
357 member, or may be submitted by any committee, board or chapter.
- 358 C. All proposed amendments shall have been approved by a majority vote of the executive board
359 before being submitted to the convention.
- 360 D. An amendment which has not been submitted to the members of the state executive board at
361 least forty-five (45) days before convening of the convention will require a two-thirds (2/3) vote, a
362 quorum being present.

363 **Article XIII – Dissolution**

364
365 In the event of the dissolution of Phi State *Organization* or a chapter within Phi State the following procedures shall
366 be followed ~~observed~~:

367 Section 1. *State Organization Dissolution*

- 368 A. *State organization dissolution* shall be done in accordance with the incorporation statutes of the
369 State of Kansas, the ~~International~~ Constitution and *International Standing Rules and Handbook*.
- 370 B. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made
371 therefor.
- 372 C. The state executive board shall determine specific procedures for liquidating assets and shall
373 supervise disbursement of funds.

374 Section 2. *Chapter Dissolution*

- 375 A. A chapter within the state shall have the approval of the state executive board for dissolution and
376 shall follow the procedures outlined in the ~~International~~ Constitution and *International Standing*
377 *Rules and Handbook*.
- 378 B. The charter must be returned to the state organization to be forwarded to International
379 Headquarters.
- 380 C. Initiation paraphernalia, chapter records and Society publications are to be sent to the state
381 organization.
- 382 D. Any remaining funds in the chapter account shall be sent to the state organization
383 treasurer/~~membership records for state projects such as the Leadership Development Fund and~~
384 *deposited in the available fund. (Constitution, Article XIX,3.c).*

- 388 E. Those members desiring to maintain membership will transfer to other
 389 chapters or become state members if there is no chapter for which they are eligible.
 390 F. The state executive board is responsible for deciding whether to reuse the Greek name of the
 391 dissolved chapter.
 392 G. The chapter seeking dissolution shall be responsible, if appropriate, for expenses incurred with
 393 dissolution. Expenses may include mileage, meals, and lodging for the state officer or assigned
 394 alternate meeting with the chapter, postage for contacting members, and expenses for return of
 395 appropriate materials.
 396

Standing Rules

I. Finance

A. Rules for investment of funds

- 401 1. Eligible investments may be:
 402 a. U.S. Treasury securities;
 403 b. Credit union deposits for short-term, checking-type savings when fluidity is needed;
 404 c. Savings and loan association certificates of deposits which must be FSLIC equivalent;
 405 d. Bank deposits which must be insured by FDIC; bank must have adequate capital, i.e.,
 406 sufficient equity and reserve;
 407 e. Reputable investment companies such as Waddell & Reed, American Express.
 408 2. Authorization for withdrawal of deposits
 409 a. Checking accounts
 410 (1) Signature cards signed by the state president, treasurer/~~membership records~~ and executive
 411 secretary shall be on file in all institutions in which Phi State maintains checking
 412 accounts.
 413 (2) The state treasurer/~~membership records~~ shall be authorized to make deposits in the
 414 commercial accounts maintained by Phi State. Permission to make deposits may be
 415 granted by the finance committee to other designated individuals.

B. Investments

- 417 1. Signature cards signed by the state president treasurer/~~membership records~~ and executive secretary
 418 shall be on file in all institutions in which Phi State maintains investments.
 419 2. With the knowledge and approval of the finance committee, the state treasurer/~~membership records~~
 420 ~~(state president and state executive secretary)~~ shall be authorized to write checks and to make
 421 deposits in and transfers from the investment accounts maintained by Phi State. *In the absence of the*
 422 *treasurer the state president and the state executive secretary shall be authorized to write checks*
 423 *and to make deposits in and transfers from the investment account maintained by Phi State.* The
 424 state treasurer/~~membership records~~ shall move excess funds from the available fund to the
 425 investment fund until needed.

C. Budget and payment of bills

- 427 1. An annual budget shall be prepared by the finance committee and approved by the state executive
 428 board at the meeting prior to the opening of the convention.
 429 2. State officers, the executive secretary, the treasurer/~~membership records~~ and the committee
 430 chairmen must submit expense vouchers which, when approved and signed by the president, who
 431 submits them to the treasurer/~~membership records~~ for payment.
 432 3. Checks written by the treasurer/~~membership records~~ shall be cashed within ninety (90) days or they
 433 shall be void.

D. Expense allowances for state officers and ~~related~~ selected personnel

- 434 1. Those who have meals allotted for Southwest Regional Conference and/or International Convention
 435

- 436 will have *only* meals included in the registration ~~paid with the registration~~.
- 437 2. State president
- 438 a. Registration, transportation, lodging [one-half (1/2) double room], and meals for
- 439 (1) State convention, state convention planning meeting, state executive board meetings,
- 440 state workshops and state ~~officers~~ *executive committee* meetings.
- 441 (2) *International Convention (less amount paid by International Society). Expense allowance*
- 442 *for transportation and lodging not to exceed \$900.00;*
- 443 (3) *Southwest Regional Conference expense allowance for transportation and lodging not to*
- 444 *exceed \$900.00;*
- 445 (4) Leadership Development Conferences (less amount paid by International Society);
- 446 (5) Any necessary planning sessions;
- 447 ~~(6) Chapter visitations when necessary.~~
- 448 b. Postage, stationery, supplies and operating expenses.
- 449 c. Expenses for a member representing the president, at her request, at a state educational, or
- 450 civic meeting shall be from the amount budgeted for the president.
- 451 d. Transportation allowance within the state at the rate of thirty (30) cents per mile direct route if
- 452 the travel is by car or exact fare if travel is by public carrier. Out-of-state travel shall be based
- 453 on the airfare rate.
- 454 **Note:** For the following positions, unless otherwise indicated, transportation allowance within the
- 455 state is at the rate of (15) cents per mile direct route if travel is by car or exact fare if travel is
- 456 by public carrier. Out-of-state travel shall be based on the airfare rate.
- 457 3. State vice-president/~~program~~ *educational excellence* chairman
- 458 a. Registration, transportation, lodging [one-half (1/2) double room] and *convention* meals for
- 459 (1) State convention, state convention planning meeting, state executive board meetings,
- 460 state workshops and state ~~officers~~ *executive committee* meetings;
- 461 b. Budgeted amount each year (~~currently \$200.00 in 2004~~) for the pre-conference workshop for
- 462 Southwest Regional and International Convention;
- 463 c. Telephone, postage, stationery, supplies and operating expenses.
- 464 4. State recording secretary
- 465 a. Registration, transportation, lodging [one-half (1/2) double room] and *convention* meals for
- 466 state convention, state executive board meetings, and *state executive committee meetings*;
- 467 b. Postage, stationery, supplies, and operating expenses.
- 468 5. State parliamentarian
- 469 a. Registration, transportation, lodging [one-half (1/2) double room] and *convention* meals for
- 470 state convention, state executive board meetings, state workshops and *state executive*
- 471 *committee meetings*;
- 472 b. Operating expenses.
- 473 6. State executive secretary and *state treasurer*/~~membership records~~
- 474 a. Honorariums—Terms shall be included in a one (1) year written contract which may be
- 475 renewed at the executive board meeting.
- 476 b. Registration, transportation, lodging [one-half (1/2) double room], and *convention* meals for
- 477 (1) State convention, state convention planning meeting, *state executive committee meetings*,
- 478 state executive board meetings, state workshops ~~and state officers meetings~~;
- 479
- 480 (2) International conventions *expense allowance for transportation and lodging not to exceed*
- 481 *\$900.00.*
- 482 (3) Southwest Regional conferences *expense allowance for transportation and lodging not to*
- 483 *exceed \$900.00.*
- 484 (4) Leadership Development Conference (when applicable);

- 485 (5) Any necessary planning sessions;
- 486 (6) Chapter visitation at the request of the president;
- 487 c. Operating expenses to include postage, stationery, and supplies.
- 488 7. State editor
- 489 a. Honorarium – Terms shall be included in a one (1) year written contract which may be
- 490 renewed at the executive board meeting.
- 491 b. Registration, transportation, lodging [one-half (1/2) double room] and *convention* meals for
- 492 (1) State convention, *state executive board meetings, state executive committee meetings,*
- 493 *workshops and officers meetings.*
- 494 ~~(2) State executive board meetings~~
- 495 (2) International conventions *expense allowance for transportation and lodging not to exceed*
- 496 *\$900.00.*
- 497 (3) Southwest Regional Conferences *expense allowance for transportation and lodging not*
- 498 *to exceed \$900.00.*
- 499 c. Operating expenses.
- 500 8. ~~Expense allowance for State committee chairmen~~
- 501 a. Transportation for state executive board meetings and Leadership Training Session [fifteen
- 502 (15) cents per mile round trip].
- 503 b. Operating expenses.
- 504 c. Membership chairman—budgeted amount each year (~~currently \$200.00 in 2004~~) for the pre
- 505 conference membership workshop, Southwest Regional Conference and International
- 506 Convention.
- 507 9. ~~Expense allowance for Convention coordinator(s)~~
- 508 a. Registration, meals, transportation [fifteen (15) cents per mile], and lodging [one-half (1/2)
- 509 double room] for
- 510 (1) state convention, state convention planning meeting, state executive board meeting;
- 511 (2) Leadership Training Session
- 512 b. Telephone, postage, stationery and supplies
- 513 10. ~~Expense allowance for Past state presidents~~
- 514 a. Immediate past president
- 515 (1) Registration, transportation, lodging [one-half (1/2) double room] and meals *for state*
- 516 *convention and state executive board meetings;*
- 517 ~~(a) State executive board meetings~~
- 518 ~~(b) State convention~~
- 519 (2) One-half (1/2) transportation for *Southwest Regional Conference.*
- 520 b. All other past presidents
- 521 (1) Transportation to state convention and state executive board meetings.
- 522 E. Expense allowances for Chapters
- 523 1. Fifteen (15) cents per mile round trip (one car per chapter) for the Leadership Workshop for chapter
- 524 presidents, *educational excellence* or program chairmen, treasurers and membership chairmen or
- 525 their designated representative(s).
- 526 2. Fifteen (15) cents per mile round trip to the chapter president or her designated representative, to the
- 527 state executive board meeting.
- 528
- 529 F. Expense allowance *for presenters at Phi State Leadership Workshop* (~~presenters~~)
- 530 1. Necessary operational expenses
- 531 2. Transportation, *meals and lodging [one-half (1/2) double room]*
- 532 a. State president (see president's mileage allowance)
- 533 b. Program presenters fifteen (15) cents per mile round-trip

- 534 (1) State ~~program~~ *educational excellence* chairman;
- 535 (2) State executive secretary
- 536 (3) State treasurer/~~membership records~~
- 537 (4) State editor;
- 538 (5) State parliamentarian
- 539 (6) State membership chairman
- 540 (7) Consultants when needed
- 541 3. ~~Meals and lodging [one half (1/2) of a double room]~~
- 542 a. ~~State president;~~
- 543 b. ~~State program chairman;~~
- 544 c. ~~State executive secretary~~
- 545 d. ~~State treasurer/membership records~~
- 546 e. ~~State editor~~
- 547 f. ~~State membership chairman;~~
- 548 g. ~~Program consultants~~
- 549 3. Planning session
- 550 a. Meals and lodging [*one-half (1/2) double room*]
- 551 (1) *State president*
- 552 (2) *State educational excellence chairman*
- 553 (3) *State executive secretary*
- 554 (4) *State treasurer*
- 555 (5) *State membership chairman*
- 556 (6) *Program consultants*
- 557 G. Expense allowance for the Leadership Training Session (state officers, *elected and selected*, ~~including~~
- 558 ~~executive secretary, treasurer/membership records, editor, parliamentarian and committee chairmen~~)
- 559 1. Necessary operational expenses
- 560 2. Transportation
- 561 a. ~~The mileage allowance shall be thirty (30) cents a mile per round trip for the~~
- 562 ~~president~~
- 563 b. ~~The mileage allowance shall be fifteen (15) cents a mile per round trip for the~~
- 564 ~~remainder of those included.~~
- 565 c. ~~Consultants shall receive mileage allowances of fifteen (15) cents a mile per~~
- 566 ~~round trip.~~
- 567 a. *State president (see president's mileage allowance)*
- 568 b. *Other participants including consultants fifteen (15) cents per mile round-trip.*
- 569 3. Meals and Lodging
- 570 A stipend for one (1) breakfast and one (1) night's lodging shall be provided by the income from the
- 571 Leadership Development Fund established by Phi State. Friday evening dinner and Saturday
- 572 luncheon shall be provided.
- 573 H. Expense Vouchers
- 574 1. Expense vouchers are to be prepared and distributed by the treasurer/~~membership records~~ as needed.
- 575 The vouchers shall be completed in triplicate. The pink copy shall be retained by the one requesting
- 576 payment; the original (white copy) and yellow copy shall be sent to the president for her approval
- 577
- 578 and signature; the president shall forward the white copy to the treasurer/~~membership records~~ for
- 579 payment.
- 580 2. The voucher items shall be itemized for financial review.
- 581 3. The president, executive secretary and treasurer/~~membership records~~ shall submit expense vouchers
- 582 each month.

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II. Convention Policies

A. Planning Meeting

(For detailed duties see Convention Planning Guide Notebook)

1. State president;
2. State vice president/*educational excellence* chairman;
3. State executive secretary;
 - a. *Coordinates the site visit prior to the convention*
 - b. *Works with the sites in setting convention dates*
4. State treasurer/~~membership records~~
5. Convention coordinator(s) (selected by state president)
6. ~~Convention assistant coordinator (selected by state president)~~
6. Advisor (convention coordinator ~~from the last year of~~ *from* the previous biennium)
 - a. ~~For detailed duties see Convention Planning Guide Notebook.~~
 - b. ~~Executive secretary coordinates the site visit prior to the convention.~~
 - c. ~~Executive secretary works with the sites in setting convention dates.~~

B. Convention Program

1. The president plans the overall program of the convention.
2. The music chairman may consult with the convention coordinator; however she shall be in charge of the following items:
 - a. Group singing;
 - b. Other special music as requested (ceremonials, chorus, Ceremony of Remembrance, etc.)
3. The president shall designate those responsible for the Birthday Ceremony, Founders Recognition and the music for the chapter presidents' ~~procession~~ *recognition*.
4. The recording secretary directs the Presidents' ~~Procession~~ *Recognition* at the Banquet with the help of the executive secretary.
5. The chairman of the membership committee shall plan and present the Ceremony of Remembrance.

C. Convention Finances

1. The treasurer/~~membership records~~ shall be the treasurer of the convention and receive all registration forms and money.
2. The convention coordinator(s)/~~assistant coordinator~~ shall be responsible for all convention bills to the treasurer via the state president.
3. The convention is financed entirely from the registration fees. Late registration fee shall be \$10.00 in addition to the regular fee. All canceled reservations for refund shall be limited to the amount for meals. Phi Sate shall retain the registration fee.
4. The registration fee is set by action of the state executive board and the fee must be paid by each member who attends any part of the convention activities.
5. Phi State pays these items from the Available Fund:
 - a. Lodging and meals for the international representative
 - b. Meals for the convention coordinator(s)/~~assistant coordinator~~
 - c. One night's lodging and one meal ticket for the speaker at a meal function (non-member).
 - d. Mileage for executive board attendance
6. The state president shall be responsible for signing **ALL** contracts with motels, hotels, caterers, etc.

D. Responsibilities of Chapters

1. Convention site assignments—~~11 or 12 chapters per convention site with responsibilities every six (6) years (chart in appendix).~~ *Chapters will be assigned responsibilities per convention site every six (6) years. A chart of chapter assignments shall be published in the annual Phi State Directory and the convention program booklet.*

- 632 E. Convention Site(s)
- 633 1. Beginning with the 2014 Phi State Convention, the sites shall be rotated in this order:
- 634 a. Junction City
- 635 b. Great Bend
- 636 c. Wichita
- 637 F. Rules Governing Meetings
- 638 1. Notification of business items
- 639 a. The initiator of any item of Society business to be presented at the annual Phi State convention
- 640 shall send the proposed motion in writing to the Phi State president at least forty-five (45) days
- 641 prior to the opening session of the convention.
- 642 b. The Phi State president shall send the item of business to the appropriate committee for study
- 643 and inclusion in the official convention packet.
- 644 c. The finance committee, prior to the annual convention, shall study any item having financial
- 645 implications for Phi State.
- 646 2. Executive Board Meetings
- 647 a. The printed agenda of the executive board meeting shall constitute the order of business unless
- 648 changes are requested and approved by the board.
- 649 b. A person desiring the floor shall address the chair, be recognized, and then give name and
- 650 chapter.
- 651 c. All points of order shall be addressed to the chair who, if necessary, shall confer with the
- 652 parliamentarian on the points raised.
- 653 d. All motions, amendments or resolutions shall be in written form and sent to the chair before or
- 654 immediately after being proposed. They shall be signed by and give the chapter of the person
- 655 making the motion as well as by the person seconding the motion.
- 656 e. In debate on any motion each speaker shall be limited to five minutes unless granted an
- 657 extension by the board.
- 658 f. No one may speak a second time on a question as long as any member who has not spoken on
- 659 that question desires the floor.
- 660 g. An ex-officio non-voting member (executive secretary, treasurer/~~membership records,~~
- 661 parliamentarian, editor and committee chairmen) has all the privileges of the regular member
- 662 (to discuss and debate) except to vote.
- 663 h. The chair may use her discretion in calling for a voice vote or standing vote.
- 664 i. Any member may make motions, enter discussions and vote except in cases where a roll call
- 665 vote is taken. (*Constitution, Article X,B,5*)
- 666 (1) A roll call vote shall be taken when sustained by a majority vote of those present or when
- 667 requested by five chapter presidents. (*Constitution Article X,B.6.a*)
- 668 (2) The chapter president or her official representative shall cast the vote for the chapter, one
- 669 vote for each five active and reserve members of major fraction thereof within the
- 670 chapter. The vote may be divided. (*Constitution Article X,B.6.b*)
- 671 j. There shall be no proxy voting at any level of the Society.
- 672 k. Copies of motions or action items shall be submitted in writing to the chairman, via the
- 673 parliamentarian, as chairman of the resolutions committee, at the time they are made.
- 674 l. Guests and visitors may have the privilege of the floor at the discretion of the Chairman.
- 675 m. *The executive board may transact business by mail (postal or electronic).*
- 676 n. *Decisions regarding budget and personnel are limited to the executive board only.*
- 677 3. Procedures for Phi State Convention Business (General Session)
- 678 a. The printed agenda in the program booklet shall constitute the order of business unless changes
- 679 are requested and approved.
- 680 b. A person desiring the floor shall address the chair, be recognized, then give name and chapter.

- 681 c. All points of order shall be addressed to the chair, and if necessary the chair shall confer with
682 the parliamentarian.
- 683 d. All motions, amendments or resolutions shall be in written form and sent to the chair before or
684 immediately after being proposed. The motion shall be signed by and give the chapter name of
685 the person making the motion as well as by the person seconding the motion.
- 686 e. In debate on any motion each speaker shall be limited to five minutes unless granted an
687 extension by the assembly.
- 688 f. No one may speak a second time on a question as long as any member who has not spoken on
689 that question desires the floor.
- 690 g. Each biennium the state president shall appoint a five (5) member resolutions committee,
691 consisting of four (4) members, each representing a different geographic area in the state, plus
692 the state parliamentarian and rules committee chairman. It shall be the responsibility of the
693 resolutions committee to serve as consultants for clarifying all business items being presented
694 at the annual state convention, which need approval by the executive board.
- 695 ~~h. All business items arising out of the convention session scheduled prior to the general session
696 must be reviewed by the resolutions committee for editing and for advice on possible
697 complications not later than two (2) hours prior to the call to order of the general session.
698 These items shall be sponsored by at least three (3) chapters or one (1) appropriate committee.~~
- 699 ~~i. The executive board, pending approval, may act upon any new item of business arising on the
700 floor of the general session by a two-thirds (2/3) vote of those delegates registered at the
701 annual Phi State Convention.~~
- 702 h. As stipulated in the Robert's Rules of Order Newly Revised (current edition), during the
703 general session, an approved set of standing rules shall be in use as agreed upon by a vote of
704 the general session.

706 III. Duties of State Officers and ~~Related~~ *Selected* Personnel

707 A. President

- 708 1. Be responsible for and assist appropriate chairmen with any workshop.
- 709 2. Meet with state officers, parliamentarian, editor and committee chairmen soon after election and at
710 other times when needed at the call of the president, to go over duties, discuss materials needed, and
711 review the budget and to establish rapport.
- 712 3. Approve orders for stationery and other operational materials after review with the state executive
713 secretary and treasurer/~~membership records~~.
- 714 4. Plan the state convention in cooperation with the vice president (~~program~~) (*educational excellence*
715 *chairman*), executive secretary, treasurer/~~membership records~~ and convention coordinator(s) ~~and~~
716 ~~assistant coordinator~~.
- 717 5. Provide a convention planning guide for convention planning committee (update notebook).
- 718 6. Chapter visits may be arranged as chapter needs arise. (Single chapters and/or other groups of
719 chapters shall be privileged to invite the Phi State President for biennial visits but the chapter, or
720 chapters, who issue the invitation, shall cover arrangements and expenses for these visits.)
- 721 7. Approve all expense vouchers submitted by state officers and state committee members if in accord
722 with state budget and state policy.
- 723 8. Send notes of sympathy to the chapter and to the family of deceased members.
- 724 9. Attend regional conference and the international convention.
- 725 10. Attend educational and civic meetings to represent Delta Kappa Gamma.
- 726 11. Approve minutes of state meetings and all official communications.
- 727 12. Issue contracts for selected personnel.
- 728 13. Submit news for the president's column to the state editor for each publication of the *Sunflower*.
- 729 14. Approve with the executive secretary additions and/or deletions to the Phi State website.

- 730 D. State vice president (~~program~~) *educational excellence chairman*
- 731 1. Assist the state president.
- 732 2. Serve as chairman of the state ~~program of work~~ *educational excellence* committee.
- 733 3. Represent the state president at educational and civic meetings within the state upon request of the
- 734 state president. This expense shall be charged to the state president's allowance.
- 735 C. State recording secretary
- 736 1. Keep minutes of all executive board and convention meetings; submit them to the state president for
- 737 approval within fifteen (15) days, and send a copy to the executive secretary for duplication and
- 738 mailing within fifteen (15) days (total 30 days).
- 739 2. Have general supervision of presidents' ~~procession~~ *recognition* at convention.
- 740 3. Represent the president at educational and civic meetings within the state upon the request of the
- 741 state president. This expense shall be charged to the state presidents' allowance.
- 742 D. State executive secretary
- 743 1. Duties shall be included in a written contract (see appendix for copy).
- 744 E. State treasurer/~~membership records~~
- 745 1. Duties shall be included in a written contract (see appendix for copy).
- 746 F. State parliamentarian
- 747 1. Be an advisor to the officers and the members in matters pertaining to parliamentary procedure and
- 748 interpret the ~~International~~ *Constitution, International Standing Rules*, State Bylaws and Standing
- 749 Rules.
- 750 2. Serve as chairman of the state convention resolutions committee.
- 751 3. Serve as a member of the state rules committee.
- 752 G. State editor
- 753 1. Duties shall be included in a written contract (see appendix for copy).
- 754 H. Immediate past state president
- 755 1. Serve as the coordinator of state representatives.
- 756 2. Attend Southwest Regional Conference.
- 757 3. Be the hostess for the international representative (once during the biennium).
- 758 I. ~~Coordinator of state representative~~
- 759 1. ~~Shall be the immediate past state president~~
- 760 2. ~~If the immediate past president is unable to serve, the state president shall appoint a coordinator of~~
- 761 ~~state representatives.~~
- 762 3. ~~The appointed coordinator of state representatives shall attend the state executive board meeting~~
- 763 ~~(without vote) and the state convention.~~
- 764 4. ~~Shall provide the necessary training for state representatives in June of even years at the Leadership~~
- 765 ~~Workshop (chapter presidents, program chairmen, treasurers, and membership chairmen).~~
- 766 5. ~~Shall keep a record to include the chapter visited, by whom, date of visit, attendance and other~~
- 767 ~~appropriate information.~~
- 768 6. ~~Shall submit biennial report to the state president for inclusion in the convention packet.~~
- 769 J. ~~State representatives~~
- 770 1. ~~Shall be 10-12 of the current elected officers, selected officers and active past state presidents;~~
- 771 2. ~~Shall be assigned to chapters by the state president;~~
- 772 a. ~~Using a form provided by Phi State, the chapter shall select a first and second~~
- 773 ~~choice from the representatives list'~~
- 774 3. ~~Shall be geographically accessible to the assigned chapters;~~
- 775 a. ~~Shall receive fifteen (15) cents per mile round trip for the chapter visitation;~~
- 776 b. ~~The chapter shall be responsible for the meal and lodging if necessary, for the state~~
- 777 ~~representative;~~
- 778 4. ~~The duties of the state representatives shall include:~~

- 779 ~~a.—A visit to each assigned chapter in the first year of the chapter biennium;~~
- 780 ~~b.—Presentation of the materials approved for the state representative program;~~
- 781 ~~(1) Chapters shall allow a minimum of thirty (30) minutes for the presentation;~~
- 782 ~~e.—Send the evaluation form provided by Phi State to the coordinator of state representatives~~
- 783 ~~(immediate past president) following the chapter visit;~~
- 784 ~~(1) Phi State shall provide an evaluation form to the chapter to be returned to the coordinator~~
- 785 ~~of state representatives following the chapter visit;~~
- 786 ~~d.—Remain in contact with the chapters during the chapter biennium;~~
- 787 ~~e.—Other:~~
- 788 ~~(1) keep the state president informed concerning activities and/or problems;~~
- 789 ~~(2) attend the state executive board meeting prior to state convention;~~
- 790 ~~(3) attend state convention;~~
- 791 ~~(4) attend the leadership workshop for incoming chapter presidents, program chairmen,~~
- 792 ~~treasurers, membership chairmen, and state representatives.~~

794 IV. Duties and Composition of Committees

795 A. *Society Business*

- 796 1. *Communication and publicity—the state editor shall be a member of the committee. The state*
- 797 *committee shall cooperate in promoting the use of the Society publications and be responsible for*
- 798 *state press releases.*

799 a. *Distribution*

- 800 (1) *News periodicals: The Phi State **Sunflower** (formerly the Phi State News Bulletin*
- 801 *)*
- 802 (2) *The purpose of the **Sunflower***
- 803 *(a) To provide members with timely information on issues of concern based on the*
- 804 *Society's seven purposes.*
- 805 *(i) Bylaws/Standing Rules interpretation/explanatory notes*
- 806 *(ii) Proposed and effected changes in the Bylaws and Standing Rules.*
- 807 *(iii) Nominations committee reports*
- 808 *(b) To promote communication within the Phi State Organization*
- 809 *(c) To focus on Delta Kappa Gamma as an action organization.*
- 810 (3) *The **Sunflower** may include:*
- 811 *(a) State executive board report*
- 812 *(b) State executive secretary's notes*
- 813 *(c) State treasurer's notes*
- 814 *(d) State action on important issues*
- 815 *(e) Articles from committee chairmen and their committees*
- 816 *(f) A calendar of approaching state events and deadlines.*
- 817 *(g) Obituaries of current state officers (including the executive secretary, treasurer,*
- 818 *editor and parliamentarian) and committee chairmen; past state presidents; past*
- 819 *state editors, and state achievement award recipients.*
- 820 (4) *The **Sunflower** may publicize accomplishments of individual members who have*
- 821 *achievements in Delta Kappa Gamma or the education profession.*
- 822 (5) *The winter issue shall include information concerning the state convention and the*
- 823 *registration form and nominees for state office in odd-numbered years.*
- 824 (6) *The state president's message and special contributions shall carry a byline.*
- 825 (7) *Phi State shall publish a news periodical three (3) times a year—fall, winter and*
- 826 *spring/summer. State dues shall include a subscription to the **Sunflower**.*
- 827 b. *Archival records*
- (1) *State history*

- 828 (a) A committee shall be responsible for the history of Phi State each 25 years (year
829 2036).
- 830 (b) Each chapter shall keep a continuous history in order to have material ready for
831 publication.
- 832 (2) **Binding of the Sunflower**
- 833 (a) Issues of the **Sunflower** in the files of the state executive secretary are to be bound
834 each ten (10) years.
- 835 (b) The next volume is to include fall 2007 through spring/summer 2016.
- 836 2. **Rules**
- 837 a. The committee shall be responsible for keeping the Bylaws and Standing Rules up to date. A
838 complete copy of the Bylaws and Standing Rules shall be submitted to the International
839 Constitution Committee with each revision or upon request of the committee.
- 840 b. The committee shall receive proposed amendments to the Bylaws and Standing Rules, make
841 recommendations for changes to the state executive board and present approved proposals to
842 the membership for vote in state convention.
- 843 c. The committee shall review and file chapter rules which are submitted on a quadrennial basis.
- 844 d. The chairman of the rules committee shall serve on the state convention resolutions committee.
- 845 3. **Finance**—personnel of the committee shall be the state president and state treasurer, *ex-officio*;
846 state executive secretary, consultant; the immediate past state president; plus four (4) other
847 members, two of whom shall be appointed biennially for a four-year term. The state president shall
848 appoint as chairman one of the two continuing members for the biennium.
- 849 a. The committee shall be responsible for supervision of the financial affairs of the state,
850 including:
- 851 (1) recommendations for the expenditure and investment of funds;
- 852 (2) preparation of budget for adoption by the state executive board;
- 853 (3) an annual financial review by an accountant
- 854 (4) review technology needs each biennium
- 855 (5) maintain an inventory of all state-owned technological equipment and software;
- 856 (6) develop an equipment and software replacement/upgrade timeline;
- 857 (7) dispose of equipment as needed.
- 858 4. **Leadership Development**--the team shall consist of the state president, immediate past president,
859 vice president, recording secretary, executive secretary, treasurer, editor, parliamentarian, and
860 appointed chairman (optional). The responsibilities shall include orientation and training for state
861 officers and committee chairmen (odd-numbered years); workshop for chapter presidents,
862 educational excellence or program chairmen, treasurers, and membership chairmen (even
863 numbered years); and additional programs to those of the International Society for the state
864 and chapters.
- 865 a. The income from the Leadership Development Fund shall be used for chapter and state
866 leadership development training (i.e. keynote speakers for the training for chapters in even-
867 numbered years and state officers and committee chairmen in odd-numbered years).
- 868 5. **Membership/Expansion**—the committee shall study and make recommendations related to
869 membership. Necrology and membership reports shall be the responsibilities of the committee. The
870 committee shall receive and evaluate the recommendations of persons proposed for honorary
871 membership and submit the names of qualified candidates for vote. The committee shall be
872 responsible of the Ceremony of Remembrance at the state convention.
- 873 a. Members of the committee shall include the state executive secretary (*ex-officio* without vote)
874 and the treasurer (consultant).
- 875 b. Other members shall be appointed by the state president.
- 876 6. **Nominations**--the committee shall present in election years a report of at least one (1) nominee for

877 *each elected position; the committee shall prepare the ballot in accordance with the plan for*
878 *nominations and elections adopted by the executive board (Bylaws VI.1.f). The state president shall*
879 *appoint as chairman, one of the elected members.*

880 7. *Personnel--the committee is to be activated only when necessary. The state president shall be a*
881 *member of the committee and shall appoint the chairman. The committee shall screen applicants,*
882 *interview and recommend candidates to the state executive board whenever a vacancy occurs in a*
883 *state position filled by employment.*

884 8. *State convention planning--the committee shall be composed of the state president, vice president,*
885 *executive secretary, treasurer, convention coordinator(s). The committee shall be responsible for*
886 *duties as outlined in the Phi State Convention Planning Notebook. The state president may request*
887 *additional duties.*

888 9. *State convention resolutions--the state parliamentarian shall serve a chairman with four (4)*
889 *members-at-large, each representing different geographic area in the state. The rules chairman*
890 *shall be ex-officio, without vote.*

891 a. *The responsibilities of the resolutions committee*

892 (1) *To serve as consultants*

893 (2) *To review/clarify/edit business items to be presented at the state convention needing*
894 *approval by the state executive board.*

895 c. *To meet with the proponent(s) of a motion/resolution/recommendation arising out of any*
896 *convention session—meeting to be scheduled no later than two (2) hours prior to the call to*
897 *order of the general session. A quorum shall consist of those committee members present.*

898 d. *To review the intent of the motion/resolution/recommendation with the proponent(s) of at least*
899 *three (3) chapters or one (1) appropriate state committee.*

900 e. *To interpret the proposed motion/resolution/recommendation in terms of the Constitution,*
901 *International Standing Rules, Phi State Bylaws and Standing rules*

902 B. *Society Mission and Purposes*

903 1. *Educational Excellence—the state committee shall acquaint chapter committees with the plans of*
904 *the international and state committees (Constitution VIII.C.1.b-g) The committee shall provide*
905 *music for convention and promote the use of music on both the state and chapter levels. Each*
906 *chapter shall submit one (1) copy of the chapter yearbook to the state chairman by November 1.*

907 ~~A. Personal Growth and Services—the state committee shall be responsible for implementing the plans~~
908 ~~of the international committee and for developing such related programs as may be of local~~
909 ~~importance and interest.~~

910 ~~B. Professional Affairs—the state committee shall be responsible for implementing the plans of the~~
911 ~~international committee and for developing such related programs as the state may authorize.~~

912 ~~C. Legislative/U.S. Forum—Responsible for legislative activities.~~

913 ~~D. Research—the state committee shall conduct appropriate research and publicize studies of the~~
914 ~~Society and other research pertinent to education and women.~~

915 ~~E. Music—the state committee shall provide music for convention and promote the use of music on~~
916 ~~both the chapter and state level.~~

917 ~~F. Communications—the state editor shall be a member of the committee. The state committee shall~~
918 ~~cooperate in promoting the use of the Society publications and be responsible for state press~~
919 ~~releases.~~

920 ~~G. World Fellowships—the state committee shall implement the program of the international~~
921 ~~committee. The state chairman shall inform the state treasurer/membership records when to dispense~~
922 ~~the funds collected for World Fellowship recipients studying in Kansas.~~

923 ~~H. Phi State Achievement Award and Phi State President's Award—a revolving committee of four (4)~~
924 ~~members shall plan for recognizing and honoring the achievements of members of the state. The~~
925 ~~term shall be four (4) years, with two (2) members having expiring terms each biennium (A~~

926 ~~committee chairman shall serve no more than four (4) years on the same committee.)~~
927 1. ~~Achievement Award~~
928 ~~The first award shall be known as the Phi State Achievement Award and may be presented~~
929 ~~each year to a worthy member. A Phi State president is not eligible for the Achievement~~
930 ~~Award during her biennium, Phi State past presidents are eligible for the Achievement Award.~~
931 a. ~~Purpose of the Achievement Award is to recognize members in the state who, through~~
932 ~~continuing contribution, have rendered outstanding service to Phi State in promoting the~~
933 ~~program and policies of The Delta Kappa Gamma Society International.~~
934 b. ~~A certificate of recognition shall be given the honoree and \$100.00 sent to the~~
935 ~~international or state fund of the recipient's choice~~
936 c. ~~Members of the state executive board shall make nominations for the award to the~~
937 ~~Achievement Award Committee by February 1. A letter of instruction and a form for~~
938 ~~nominations shall be mailed to each member of the executive board in the fall.~~
939 d. ~~The criteria for selection of the nominee shall be:~~
940 ~~(1) the nominee must be an active member of Phi State;~~
941 ~~(2) the nominee must have a minimum of ten (10) years' active membership in Delta~~
942 ~~Kappa Gamma, and have served actively in the Phi State organization at least six~~
943 ~~(6) years;~~
944 ~~(3) the nominee must have made outstanding contributions to Phi State.~~
945 2. ~~President's Award~~
946 ~~The second award shall be designated as the President's Award and shall be received by the~~
947 ~~state president at the end of her biennium. If a president serves two (2) terms, she shall be~~
948 ~~recognized at the conclusion of each. A certificate of recognition shall be given the president~~
949 ~~and \$100.00 contributed to an international or state fund of her choice.~~
950 I. ~~State History~~—~~a committee shall be responsible for the history of Phi State each 25 years (year~~
951 ~~2011). A committee appointed for this purpose at least by 2009, shall work out planning and~~
952 ~~financing of the next issue of the Phi State history, to appear in 2011. Each chapter shall keep a~~
953 ~~continuous history in order to have material ready for publication.~~
954 2. Scholarships—~~A revolving committee of four (4) members, at least one (1) of whom shall be on the~~
955 ~~faculty of a college or university or have an earned doctorate degree, shall administer the policies~~
956 ~~governing the awards. The term shall be four (4) years with two (2) members having expiring terms~~
957 ~~each biennium. A committee chairman shall serve no more than four (4) years on the same~~
958 ~~committee.~~
959 a. ~~The committee shall screen the applicants and select the recipients for the scholarship awards~~
960 ~~at the post-doctoral, doctoral, specialist, master's degree levels, National Board for~~
961 ~~Professional Standards certification, hostelships, professional enrichment awards, continuing~~
962 ~~education awards (general membership, Phi State elected or selected officers and potential~~
963 ~~parliamentarians), first-time convention/conference award, innovation in the classroom award,~~
964 ~~and seminar in purposeful living award.~~
965 b. ~~The committee shall report the results to the state membership at the state convention and in~~
966 ~~the *Sunflower*.~~
967 c. ~~Phi State offers twelve (12) types of scholarships~~
968 ~~(1) pursuing post-doctoral study;~~
969 ~~(2) working for the doctoral degree;~~
970 ~~(3) working for the specialist degree;~~
971 ~~(4) working for the master's degree;~~
972 ~~(5) working toward the National Board for Professional Teaching Standards certification;~~
973 ~~(6) attending an Elderhostel program (hostelship)~~
974 ~~(7) working on a area of professional enrichment;~~

- 975 (8) working on continuing education;
976 (9) working on continuing education by Phi State elected or selected officers and potential
977 parliamentarians;
978 (10) attending a first-time convention/conference;
979 (11) implementing an innovation in the classroom;
980 (12) attending the Seminar in Purposeful Living.
- 981 d. Post-doctoral study award—this study award is intended for the serious professional who
982 desires to do continuing research or a project that will further advance the nucleus of
983 information in a given field of education. The primary focus shall be on the advancement of
984 education generally.
- 985 (1) An applicant for the post-doctoral study award must show the value of the proposed
986 project by presenting an outline or a brief of the research or project to be pursued.
987 (2) The program/project must either include a formal connection with a college credit
988 program with a university in this country or abroad, or it must be a program of self
989 directed study toward a definite goal.
990 (3) In outlining the project, the applicant must state:
991 (a) the purpose of the study or project;
992 (b) if the study will involve a sample population, and if so that population shall be
993 identified (described);
994 (c) how the results or culmination of the project will be articulated;
995 (d) the anticipated duration of the study;
996 (e) the financial cost to be incurred;
997 (4) This award shall be entitled the Helen E. Elcock Scholarship Award. The
998 stipend is \$3,000.00.
- 999 e. Doctoral degree award—an applicant for the doctoral degree must show and have a precise
1000 nucleus idea for the subject of the dissertation. This award shall be entitled the Maude I.
1001 Gorham Scholarship Award. The stipend is \$3,750.00
- 1002 f. Specialist degree award—an applicant for the specialist degree must have been accepted for
1003 study at this level and have accumulated a minimum of fifteen (15) credit hours toward this
1004 degree. This award shall be entitled the Tessie Agan Scholarship Award. The stipend is
1005 \$2,250.00.
- 1006 g. Master's degree award—an applicant for the master's degree must have been accepted for
1007 study at this level and have accumulated a minimum of fifteen (15) credit hours toward this
1008 degree. This award shall be entitled the Jennibelle Watson Scholarship Award. The stipend is
1009 \$1,500.00.
- 1010 (1) Conditions post-doctoral, doctoral, specialist and master's awards
1011 (a) The applicant shall have been a member of the Phi State Organization for two (2)
1012 years before making application for a Phi State scholarship.
1013 (b) The applicant shall make written application to the chairman of the scholarships
1014 committee to obtain the forms designed for the award.
1015 (c) The deadline for receiving all materials concerning any post-doctoral, or degree
1016 application is January 1 for any year.
1017 (d) Announcement of scholarship awardees shall be made at the state convention and in
1018 the *Sunflower*.
1019 (e) At each level, selection of awardees shall be made on the basis of personality,
1020 general health, previous scholarship, past professional services, services to The
1021 Delta Kappa Gamma Society International and other evidences of potentialities. An
1022 alternate for any award may be chosen when appropriate.
1023 (f) Within two weeks after the successful candidate has been notified of her selection,

- 1024 she must notify the chairman of the scholarships committee of her acceptance of the
 1025 award. In case an award is not accepted, an alternate may receive the award. An
 1026 award may be held for one year for a selected candidate who cannot avail herself of
 1027 it at the time and who presents satisfactory reasons for postponement. The
 1028 acceptance of the scholarship award implies an obligation on the part of the
 1029 recipient to devote herself unreservedly to study and/or research as outlined in the
 1030 application.
- 1031 (g) A member is not eligible for a Phi State Scholarship Award in the same year that
 1032 she received and International Scholarship Award.
- 1033 (h) An applicant must apply by January 1 of the year preceding the completion of the
 1034 degree. No scholarships can be awarded to an applicant after the requirements of the
 1035 degree have been completed.
- 1036 h. National Board Certification Award—an applicant for the National Board for Professional
 1037 Teaching Standards Award must have met the eligibility for the forms and fee deadline. There
 1038 shall be a maximum of two (2) awards available each year at \$1,000.00 each.
- 1039 (1) Conditions
- 1040 (a) The applicant shall have been a member of the Phi State Organization for two (2)
 1041 years before making application for the NBC.
- 1042 (b) Regular attendance at chapter meetings and participation in chapter activities are
 1043 qualifications for receiving the award. A State member would be exempt from the
 1044 chapter qualifications for two (2) years after her chapter dissolves.
- 1045 (c) Applications are to be sent to the scholarships committee chairman for review with
 1046 the committee. Applications will be reviewed on a first-come, first-served basis.
- 1047 i. Hostelship award—Contingent upon the money available for hostelships from the scholarships
 1048 award fund, there will be a maximum of eight (8) awards of \$300.00 each to be used by
 1049 applicants at least fifty-five (55) years of age (requirement of the Elderhostel Program). There
 1050 may be four (4) available in the spring/summer, four (4) in fall/winter. This award shall be
 1051 entitled the Helen D. Bobbitt Hostelships Award.
- 1052 (1) An applicant must have been a member of ~~The Delta Kappa Gamma Society~~
 1053 ~~International~~ *the Phi State Organization* for at least five (5) years, with initiation prior to April
 1054 1 of that year.
- 1055 (2) The deadline for the hostelship award application:
- 1056 (a) August 15 (October-December);
- 1057 (b) November 15 (January-March);
- 1058 (c) February 15 (April-June) and
- 1059 (d) May 15 (July-September).
- 1060 (3) An awardee must wait five (5) years before applying again.
- 1061 j. Professional Enrichment award—Contingent upon the money available from the scholarships
 1062 award fund, there will be a maximum of five (5) awards available each year at \$300.00
- 1063 (1) An enrichment award shall be used for:
- 1064 (a) educational conferences, workshops and seminars which the applicant plans to
 1065 attend and give reasons for interest (these would include state and national
 1066 conventions in the applicant's field, institution);
- 1067
- 1068 (b) a new classroom practices which the applicant plans to initiate and the reasons for
 1069 doing so;
- 1070 (c) a new supervisory practice which the applicant plans to initiate and the reasons for
 1071 doing so;
- 1072 (d) a new workbook, textbook or other professional writing that the applicant plans to

- 1073 undertake and the reason for the applicant's interest.
- 1074 (2) An awardee must wait five (5) years before applying again. An applicant must have been
- 1075 a member of ~~The Delta Kappa Gamma Society International~~ *the Phi State Organization*
- 1076 for at least two (2) years before applying. There is no deadline so applications will be
- 1077 reviewed on first come, first-serve basis.
- 1078 (3) Regular attendance at chapter meetings and participation in chapter activities are
- 1079 qualifications for receiving the award. A State member would be exempt from the chapter
- 1080 qualification for two (2) years after her chapter dissolved.
- 1081 (4) Applications are to be sent to the scholarships committee chairman for review with the
- 1082 committee.
- 1083 (5) Payment will be made upon submission of receipt(s) from the award recipient.
- 1084 k. Continuing education award (for elected and selected Phi State officers and potential
- 1085 parliamentarians)—contingent upon the money available from the scholarships award fund,
- 1086 there will be awards available each year at \$300.00.
- 1087 (1) The award shall be used to enhance skills to better serve the Society.
- 1088 (2) Applicants are approved by the state executive committee and sent to the scholarships
- 1089 committee chairman for review with the scholarships committee.
- 1090 l. First time convention/conference award—contingent upon the money available from the
- 1091 scholarships award fund, there will be a maximum of three (3) awards available each year at
- 1092 \$200.00 each (Phi State Convention, International Convention, *Southwest Regional*
- 1093 *Conference*).
- 1094 (1) Shall have been an active member of ~~The Delta Kappa Gamma Society International~~ *the*
- 1095 *Phi State Organization* for a least one (1) year before applying.
- 1096 (2) Has met the February 1 (for any year) deadline for application.
- 1097 m. Innovation in the classroom award—contingent upon the money available from the
- 1098 scholarships award fun, there will be a maximum of three (3) awards available each year at
- 1099 \$300.00 each.
- 1100 (1) This award is to encourage creative, new instructional strategies or projects in the
- 1101 classroom.
- 1102 (2) The recipient must be *an active member of the Phi State Organization* for at least two (2)
- 1103 years before applying and, if a previous recipient, must wait five (5) years before
- 1104 applying again. If a member received an International stipend for her innovative project,
- 1105 that project would not be eligible for the Phi State Innovation in the Classroom Award.
- 1106 (3) The deadline for application is February 1.
- 1107 (4) Applications are to be submitted to the scholarships committee chairman for review with
- 1108 the scholarships committee. Criteria for selection and how to apply will be consistent
- 1109 with the Professional Enrichment and Continuing Education Awards presently given by
- 1110 Phi State.
- 1111 n. Seminar in Purposeful Living Award—shall be given in *even-numbered* years to attend the
- 1112 Seminar prior to the International Convention.
- 1113 (1) There shall be two (2) awards for the Seminar in Purposeful Living of \$500.00 each.
- 1114 (2) The applicant(s) must have been a member of the Phi State Organization for at least two
- 1115 (2) years before making application.
- 1116 (3) Regular attendance at chapter meetings and participation in chapter activities are
- 1117 qualifications for receiving the award. A State member would be exempt from the chapter
- 1118 qualification for two (2) years after her chapter dissolved.
- 1119 (4) Applications are to be submitted to the scholarships committee chairman for review with
- 1120 the scholarships committee.
- 1121 (5) The most current voucher form for the award shall be used to request payment from Phi

- 1122 State.
- 1123 (6) Proof that the recipient has been accepted for the seminar program and has made the
- 1124 necessary preliminary payment is required.
- 1125 (7) A recipient(s) may not apply the following biennium after receiving the award.
- 1126 o. Payment of Awards—the doctoral, specialist and master’s awards are contingent upon the
- 1127 recipient being enrolled at a recognized institution of higher learning. Satisfactory evidence of
- 1128 such attendance is required.
- 1129 (1) A post-doctoral applicant pursuing self-directed study shall inform the state
- 1130 treasurer/~~membership records~~ that the study has been started.
- 1131 (2) A doctoral candidate shall receive one-half (1/2) payment, \$1,875.00, of the Maude I.
- 1132 Gorham Scholarship Award when the award is made at the state convention; upon
- 1133 completion of the doctoral degree, the remaining \$1,875.00 shall be paid. An official
- 1134 transcript with the degree recorded shall be considered proper evidence to the state
- 1135 treasurer/~~membership records~~.
- 1136 (3) The specialist candidate shall receive one-half (1/2) payment, \$1,125.00, of the Tessie
- 1137 Agan Scholarship Award when the award is made at the state convention; upon
- 1138 completion of the specialist degree, the remaining \$1,125.00 shall be paid. An official
- 1139 transcript with the degree recorded shall be considered proper evidence to the state
- 1140 treasurer/~~membership records~~.
- 1141 (4) The master’s candidate shall receive one-half (1/2) payment, \$750.00, of the Jennibelle
- 1142 Watson Scholarship Award when the award is made at the state convention; upon
- 1143 completion of the master’s degree, the remaining \$750.00 shall be paid. An official
- 1144 transcript with the degree recorded shall be considered proper evidence to the state
- 1145 treasurer/~~membership records~~.
- 1146 (5) The National Board Certification candidate shall receive one-half (1/2) payment of
- 1147 \$500.00 after having met the eligibility requirement and fees deadline. The proof shall be
- 1148 a copy of the verification registration number and reply letter. The remaining one-half
- 1149 (1/2) payment of \$500.00 shall be paid after completion of the first year.
- 1150 (6) The hostelship recipient shall receive payment upon acceptance of the award from the
- 1151 scholarships committee and notification by the scholarships committee and notification
- 1152 by the scholarships committee chairman is received by the state treasurer/~~membership~~
- 1153 ~~records~~.
- 1154 (7) All vouchers for payment of awards should be sent to the state president before coming to
- 1155 the state treasurer/~~membership records~~.
- 1156 (8) The most current voucher for the award shall be used.
- 1157 p. Management of Award Funds—Phi State shall:
- 1158 (1) Retain \$50,000.00 invested in a scholarship annuity fund.
- 1159 (2) Use the interest from the investments and the state’s share of the scholarship fee to
- 1160 support scholarships awards.

1161 **Note:** In case funds available for awards remain un-awarded during any year, these funds shall be retained for

1162 an award during the following year(s).

- 1163 3. *World Fellowship—the state committee shall implement the program of the International*
- 1164 *committee. The state chairman shall inform the state treasurer/~~membership records~~ when to*
- 1165 *dispense the funds collected for World Fellowship recipients studying in Kansas.*
- 1166 4. *Phi State Achievement Award and Phi State President’s Award—a revolving committee of four (4)*
- 1167 *members shall plan for recognizing and honoring the achievements of members of the state. The*
- 1168 *term shall be four (4) years, with two (2) members having expiring terms each biennium (A*
- 1169 *committee chairman shall serve no more than four (4) years on the same committee.)*
- 1170 a. *Achievement Award*

- 1171 *The first award shall be known as the Phi State Achievement Award and may be presented*
 1172 *each year to a worthy member. A Phi State president is not eligible for the Achievement Award*
 1173 *during her biennium, Phi State past presidents are eligible for the Achievement Award.*
- 1174 (1) *Purpose of the Achievement Award is to recognize members in the state who, through*
 1175 *continuing contribution, have rendered outstanding service to Phi State in promoting the*
 1176 *program and policies of The Delta Kappa Gamma Society International.*
 - 1177 (2) *A certificate of recognition shall be given the honoree and \$100.00 sent to the*
 1178 *international or state fund of the recipient's choice*
 - 1179 (3) *Members of the state executive board shall make nominations for the award to the*
 1180 *Achievement Award Committee by February 1. A letter of instruction and a form for*
 1181 *nominations shall be mailed to each member of the executive board in the fall.*
 - 1182 (4) *The criteria for selection of the nominee shall be:*
 - 1183 (a) *the nominee must be an active member of Phi State;*
 - 1184 (b) *the nominee must have a minimum of ten (10) years' active membership in Delta*
 1185 *Kappa Gamma, and have served actively in the Phi State organization at least six*
 1186 *(6) years;*
 - 1187 (c) *the nominee must have made outstanding contributions to Phi State.*
- 1188 b. *President's Award*
 1189 *The second award shall be designated as the President's Award and shall be received by the*
 1190 *state president at the end of her biennium. If a president serves two (2) terms, she shall be*
 1191 *recognized at the conclusion of each. A certificate of recognition shall be given the president*
 1192 *and \$100.00 contributed to an international or state fund of her choice.*
- 1193 5. *State Representatives*
- 1194 a. *Coordinator of state representative*
 - 1195 (1) *Shall be the immediate past state president*
 - 1196 (2) *If the immediate past president is unable to serve, the state president shall appoint a*
 1197 *coordinator of state representatives.*
 - 1198 (3) *The appointed coordinator of state representatives shall attend the state executive board*
 1199 *meeting (without vote) and the state convention.*
 - 1200 (4) *Shall provide the necessary training for state representatives in June of even-numbered*
 1201 *years at the Leadership Workshop (chapter presidents,*
 1202 *program chairmen, treasurers, and membership chairmen).*
 - 1203 (5) *Shall keep a record to include the chapter visited, by whom, date of visit, attendance and*
 1204 *other appropriate information.*
 - 1205 (6) *Shall submit biennial report to the state president for inclusion in the convention packet.*
 - 1206 b. *State representatives*
 - 1207 (1) *Shall be 10–12 of the current elected officers, selected officers and active past state*
 1208 *presidents;*
 - 1209 (2) *Shall be assigned to chapters by the state president;*
 - 1210 (a) *Using a form provided by Phi State, the chapter shall select a first and second*
 1211 *choice from the representatives list;*
 - 1212 (3) *Shall be geographically accessible to the assigned chapters;*
 - 1213 (a) *Shall receive fifteen (15) cents per mile round trip for the chapter visitation;*
 1214
 - 1215 (b) *The chapter shall be responsible for the meal and lodging if necessary, for the state*
 1216 *representative*
 - 1217 (4) *The duties of the state representatives shall include:*
 - 1218 (a) *A visit to each assigned chapter in the first year of the chapter biennium;*
 - 1219 (b) *Presentation of the materials approved for the state representative program;*

- 1220 (i) Chapters shall allow a minimum of thirty (30) minutes for the presentation;
- 1221 (c) Send the evaluation form provided by Phi State to the coordinator of state
- 1222 representatives following the chapter visit;
- 1223 (i) Phi State shall provide an evaluation form to the chapter to be returned to the
- 1224 coordinator of state representatives following the chapter visit;
- 1225 (d) Remain in contact with the chapters during the chapter biennium;
- 1226 (e) Other:
- 1227 (i) keep the state president informed concerning activities and/or problems;
- 1228 (ii) attend the state executive board meeting prior to state convention;
- 1229 (iii) attend state convention;
- 1230 (iv) attend the leadership workshop for incoming chapter presidents, program
- 1231 chairmen, treasurers, membership chairmen, and state representatives.

1232 V. ~~News periodicals: The Phi State *Sunflower* (formerly the Phi State News~~

1233 ~~Bulletin)~~

1234 A. ~~The purpose of the *Sunflower*~~

- 1235 1. ~~To provide members with timely information on issues of concern~~
- 1236 ~~based on the Society's seven purposes.~~
- 1237 a. ~~Bylaws/Standing Rules interpretation/explanatory notes~~
- 1238 b. ~~Proposed and effected changes in the Bylaws and Standing Rules.~~
- 1239 e. ~~Nominations committee reports~~
- 1240 2. ~~To promote communication within the Phi State Organization~~
- 1241 3. ~~To focus on Delta Kappa Gamma as an action organization.~~

1242 B. ~~The *Sunflower* may include:~~

- 1243 1. ~~State executive board report~~
- 1244 2. ~~State executive secretary's notes~~
- 1245 3. ~~State treasurer's notes~~
- 1246 4. ~~State action on important issues~~
- 1247 5. ~~Articles from committee chairmen and their committees~~
- 1248 6. ~~A calendar of approaching state events and deadlines.~~
- 1249 7. ~~Obituaries of current state officers (including the executive secretary,~~
- 1250 ~~treasurer, editor and parliamentarian) and committee chairmen;~~
- 1251 ~~past state presidents; past state editors, and state achievement~~
- 1252 ~~award recipients.~~

1253 C. ~~The *Sunflower* may publicize accomplishments of individual members~~

1254 ~~who have achievements in Delta Kappa Gamma or the education profession.~~

1255 D. ~~The winter issue shall include information concerning the state~~

1256 ~~convention and the registration form and nominees for state office in~~

1257 ~~odd-numbered years.~~

1258 E. ~~The state president's message and special contributions shall carry a byline.~~

1259 F. ~~Phi State shall publish a news periodical three (3) times a year—fall, winter and~~

1260 ~~spring/summer. State dues shall include a subscription to the *Sunflower*.~~

1261 VI. ~~Binding of the *Sunflower*~~

1262 ~~Issues of the *Sunflower* in the files of the state executive secretary are to be bound~~

1263 ~~each ten (10) years. The next volume is to include September 1998 through~~

1264 ~~spring/summer 2007.~~

1267 V.. Presentation of State President's Pin

1268 A. The state president's pin shall be ordered by the state treasurer/~~membership records~~. The state president's

1269 pin shall be presented to the incoming president after the installation ceremony at the state convention.
1270 The incoming president selects a member to present the pin.
1271 ~~B. State president's award—a sum of \$100.00 honoring the retiring state president shall be contributed to an~~
1272 ~~international or state fund of her choice at the end of each biennium.~~

1273 VI. Memorials

1274 A.. In the event of a death of one of the following the memorial shall be:

- 1275 1. Past state president, executive secretary and/or treasurer/~~membership records~~—a donation of \$25.00
1276 to a Delta Kappa Gamma International Fund.
- 1277 2. Current state officers, executive secretary, treasurer/~~membership records~~, parliamentarian, editor
1278 and state committee chairmen—a donation of \$25.00 to a Delta Kappa Gamma International Fund.
- 1279 3. Current international officers, southwest regional director, executive coordinator, program services
1280 administrator, business services administrator and communication services administrator—a
1281 donation of \$10.00 to a Delta Kappa Gamma International Fund.

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